

Covid-19 Workplace Risk Assessment: Springwell Learning Community

Completed: 05/01/2020

We have entered a new period of national lockdown. On the 4th January the Prime Minister announced that during the period of national lockdown, schools, alternative provision, special schools, and colleges will remain open to vulnerable children and young people and the children of [critical workers](#) only. Our updated RA reflects the updated government guidance, which can be accessed here: [National lockdown: Stay at Home - GOV.UK](#). It maintains our system of controls and includes reduced group sizes to facilitate further physical distancing. Over the next few weeks the school hopes to implement a testing regime for staff and, at a later stage, pupils. This risk assessment will be updated at this stage.

Staff working at satellites will continue to apply the host school's RA also.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Where recommended, use face coverings in schools.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).
8. Always keep rooms well ventilated.

Numbers 1 to 5 and number 8 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

9. engage with the NHS Test and Trace process
10. manage confirmed cases of coronavirus (COVID-19) amongst the school community
11. contain any outbreak by following local health protection team advice

Numbers 9 to 11 must be followed in every case where they are relevant.

Risk Area	Hazard	Mitigation	RAG	Responsible Person	Additional Information
Holiday Cleaning and Hygiene	<ul style="list-style-type: none"> • Classrooms and office spaces have been accessed by contractors during the holidays 	<ul style="list-style-type: none"> • All buildings to be deep cleaned every holiday • OPs Manager to recheck ventilation in each room and issue guidance about the use of doors and windows at the start of each term • Non-essential soft furnishings to remain out of access • Where possible, site staff to space out desks to encourage children to be front facing • OPs Manager to ensure the availability of soap and hot water in every toilet • OPs Manager to locate hand sanitiser at each school entrance • Site staff to ensure lidded bins are still available in every classroom and in other key locations around the school • Cleaning operatives to ensure all waste is double bagged 		Annie Palmer/Amey	Further meeting to take place with Amey prior to September to run through additional requirements.
Keeping the Workplace Clean	<ul style="list-style-type: none"> • The virus can be transmitted by touching contaminated surfaces 	<ul style="list-style-type: none"> • OPs Manager to work with clearing operatives to ensure enhanced cleaning measure are maintained in line with government guidance • Cleaning operatives to ensure frequent cleaning of objects and surfaces that are touched regularly, including: <ul style="list-style-type: none"> ○ Door handles ○ Keyboards 		Annie Palmer/Amey	
Cleaning and Disinfection After a Known or Suspected	<ul style="list-style-type: none"> • The virus may be present where a symptomatic individual has been 	<ul style="list-style-type: none"> • Senior staff onsite to close areas where symptomatic staff have been present pending the cleaning and disinfecting set out below 		Annie Palmer/Amey/SLT	

<p>Case of COVID</p>	<p>present</p>	<ul style="list-style-type: none"> • OPs Manager to inform cleaning and site staff where symptomatic person has passed through • Site staff to ensure corridors and surfaces are cleaned thoroughly, including: <ul style="list-style-type: none"> ○ Objects that are visibly contaminated with bodily fluids ○ All potentially contaminated high-contact areas such as bathrooms, door-handles, telephones, banisters • Cleaning operatives to use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: <ul style="list-style-type: none"> ○ Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; or ○ a household detergent followed by disinfection (1000 ppm av.cl.) • All cloths and mop heads to be disposed of as outlined below • OPs Manager to organise disposal of any heavily contaminated items that cannot be washed • All waste from possible cases and cleaning of areas where cases may have been to be put in a plastic rubbish bag and tied when full • All tied bags to be placed in a second bin bag and tied • All waste to be placed in the designated area and marked for storage until the individual's test results are known <ul style="list-style-type: none"> ○ If the individual tests negative waste to be disposed of as normal ○ If the individual tests positive the waste will be stored for at least 72 hours before it is put in the normal waste 			
<p>Effective Infection Protection and Control</p>	<ul style="list-style-type: none"> • Coronavirus can be transmitted when individuals are in close contact 	<p>Minimising contact</p> <ul style="list-style-type: none"> • Leaders to implement new guidance related to the lockdown and work with parents, carers and partners to agree reduced pupil groups • Reduced groups to remain in bubbles to limit the number of potential 'contacts' during the school day • Staff to work within a designated bubble when possible • Staff required to offer additional support throughout the day to remain in a dedicated space until needed • Each bubble to be limited, where possible, to a specific part of the building • Each bubble to be limited to a set number of staff and pupils according to the size of available space and pupil risk assessment • Each bubble to have a designated outside area for play • Classrooms to be well ventilated with staff and pupils advised to wear additional clothing if required • Where it is necessary to use supply staff they will be expected to comply with the settings arrangements for managing risk. and minimising risk, including taking particular care where possible to maintain distance from other staff and pupils. • New parent tours will be held virtually • Lunches will be prepared in the school kitchen by catering staff • Pupils will eat in designated areas <p>Entering and Leaving Site</p> <ul style="list-style-type: none"> • Staff will sign in and out of their bubble using EntrySign to ensure an up to date evacuation list is maintained • Staff are advised to minimise their time in the building arriving no earlier than 08:00 and leaving no later than 16:00 • All meetings will be held virtually <p>Visitors and Deliveries</p> <ul style="list-style-type: none"> • Visitors will only be allowed onto the school site if preplanned and considered to be essential • All food deliveries will be taken directly to the kitchen, with social distancing guidelines being maintained at all times • External organisations will not be able to use the premises <p>Other</p>		<p>D Ross</p> <p>Sodexo</p> <p>D Ross</p> <p>Amey & Reception staff</p> <p>Staff team</p>	<p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Bubbles at Springwell will consist of the Special School and the Alternative Academy with less than 100 children in each.</p> <p>Where possible children at the SS will be split into their respective key stages. Children in the dispersed provision are naturally divided into smaller groups.</p> <p>Government guidance states: All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. We do ask, however, that staff working across sites are particularly vigilant with their hygiene practices. Where possible pupils in the PRUs should retain their own personal equipment. Where this is not possible, resources should be cleaned before they are used at an alternate site.</p>

		<ul style="list-style-type: none"> All maintenance requests to be made via email to the Main Reception Only essential repairs and maintenance work to be carried out Urgent requests to to be made via phone to Main Reception 			
	<ul style="list-style-type: none"> Coronavirus can be transmitted if hands are not washed regularly 	<ul style="list-style-type: none"> Signage throughout school to remind staff and pupils to wash hand thoroughly for 20 seconds with running water and soap or alcohol hand rub or sanitiser Teachers to supervise young children to ensure effective hand washing All staff to ensure good respiratory hygiene and promote the 'catch it, bin it, kill it' approach 		Staff team	Coronavirus (COVID-19): implementing protective measures in education and childcare settings
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Staff may come into contact with asymptomatic (or possibly symptomatic) children 	<ul style="list-style-type: none"> Wearing a face covering or face mask in schools is recommended in specific circumstances Specific details are set out in a document relating to PPE 		D Ross Staff team	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
Continuity of Supplies	<ul style="list-style-type: none"> Demand for key items may restrict supply 	<ul style="list-style-type: none"> OPs Manager to work with Amey and finance team to ensure a continuous supply of key items including: <ul style="list-style-type: none"> Disposable tissues Bin bags (for double bagging) PPE (masks / gloves / aprons) Soap and hand sanitiser OPs Manager to work with LA to maintain supply chains and address potential unmet or urgent needs for PPE 		Annie Palmer	
Workforce Management	<ul style="list-style-type: none"> Staff may be unable to undertake face-to face work because they: <ul style="list-style-type: none"> Are CEV or CV Are pregnant Have exhibited symptoms and are awaiting test results Received a positive test result and are self-isolating Have been advised by an NHS contact tracer to isolate 	<ul style="list-style-type: none"> Staff who are extremely clinically vulnerable, clinically vulnerable and pregnant to work from home Leaders to conduct a risk assessment with other vulnerable groups Leaders to agree appropriate work for those unable to undertake face-to-face work with children Staff are reminded regularly to inform their line manager if their circumstances have changed Staff to utilise the school's absence management systems to report changes in status Leaders to risk assess staff:pupil ratios on an ongoing basis and make adjustments accordingly 		SLT	COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
Symptomatic Staff Members	<ul style="list-style-type: none"> Staff may start to display symptoms while at work 	<ul style="list-style-type: none"> If a member of staff develops symptoms at home such as a new continuous cough or a high temperature, the member should self-isolate and follow the staying at home guidance Staff who display symptoms will be asked to go home immediately and book a test at a drive-through or walk-through test site Staff who are unable to travel will be quarantined as per the guidance for children until they can be collected Senior leaders will communicate the to the Trust, the LGB, parents and other relevant members of the school community as appropriate If a member of staff has been in contact with somebody who develops a new continuous cough or a high temperature, the member of staff does not need to go home unless they begin to develop symptoms themselves They should immediately wash their hands thoroughly for 20 seconds and continue to wash hands regularly after any contact with someone who is unwell The Barnsley Public Health Covid-19 flowchart should be consulted and followed 		SLT All staff	COVID-19: guidance for households with possible coronavirus infection Get a free NHS test today to check if you have coronavirus (COVID-19) now Coronavirus test Barnsley Public Health Covid-19 Flowchart
Positive Test Result - Staff	<ul style="list-style-type: none"> A member of staff receives a positive test result 	<ul style="list-style-type: none"> Senior leaders follow the Trust notification flowchart to ensure effective and timely communication with all stakeholders Senior leaders to follow instructions provided by the PHE Health Protection Team 		SLT All staff	Barnsley Public Health Covid-19 Flowchart

		<ul style="list-style-type: none"> Identified staff and pupils to self-isolate for 10 days Staff who do not become unwell to work remotely and support online learning The Barnsley Public Health Covid-19 flowchart should be consulted and followed Please note, settings must not share the names of people with coronavirus (COVID-19) unless essential to protect others 			
Essential Travel	<ul style="list-style-type: none"> Staff may be required to travel for work purposes 	<ul style="list-style-type: none"> Where possible, staff should use their own vehicle Staff should only share a vehicle as an absolute last resort, and minibuses should be used in these circumstances to assist with social distancing guidelines. During these circumstances the following actions should be taken: <ul style="list-style-type: none"> Use PPE Use of an antiviral spray, all surfaces in the vehicles should be wiped before and after use Wipes should be disposed of using double bagging Vehicle windows should remain open during transit Where possible social distancing should be maintained during all aspects of the essential travel Hand sanitiser should be used between visits 		SLT All staff	
Staff Emotional Well-Being	<ul style="list-style-type: none"> Staff may struggle with their emotional well-being 	<ul style="list-style-type: none"> SLT to ensure regular communication with staff members via online meetings and 1:1s Leaders have reshared details of the school well-being service MindSpace is available to offer counselling as required A virtual well-being offer is available via the Wellspring website 		SLT	Every Mind Matters One You
Pupil Management	<ul style="list-style-type: none"> Pupils will require different kinds of support depending on their level of vulnerability 	<ul style="list-style-type: none"> Leaders to work with parents and partners to conduct a risk assessment for all pupils Pupils to attend school according to their level of vulnerability Pupils who are able to work from home to access the remote learning offer (3 sessions for primary pupils / 4 sessions for secondary pupils) The pastoral team to maintain vigilance with regarding safeguarding Door-stop visits to be conducted when required Relevant referrals to be made when required 		SLT Pastoral team	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak - actions for educational providers and other partners
Symptomatic Pupils	<ul style="list-style-type: none"> Pupils may start to display symptoms during the school day 	<ul style="list-style-type: none"> If a child is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 meters away from other people If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else Senior leaders will communicate the to the Trust, the LGB, parents and other relevant members of the school community as appropriate Once at home parents should be asked to follow the Stay at Home guidance Staff should be mindful of individual pupil's needs – for example it would not be appropriate for younger children to be alone without adult supervision The Barnsley Public Health Covid-19 flowchart should be consulted and followed 		SLT Pastoral team	COVID-19: guidance for households with possible coronavirus infection Barnsley Public Health Covid-19 Flowchart
Positive Test Result - Pupils	<ul style="list-style-type: none"> A pupil receives a positive test result 	<ul style="list-style-type: none"> Senior leaders follow the Trust notification flowchart to ensure effective and timely communication with all stakeholders Senior leaders to follow instructions provided by the PHE Health Protection Team Identified staff and pupils to self-isolate for 14 days The pastoral team to provide advice and guidance to families where required The Barnsley Public Health Covid-19 flowchart should be consulted and followed Please note settings must not share the names of pupils unless it is essential to protect others 		D Ross SLT	Barnsley Public Health Covid-19 Flowchart

Pupil Transport	<ul style="list-style-type: none"> The LA is responsible for transporting with pupils 	<ul style="list-style-type: none"> Senior leaders to liaise with the LA regarding their risk assessment for school transport Pupils will be asked to wash their hands with sanitiser when they exit the taxi and to wash their hands with soap and water when they enter their designated area 		SLT BMBC	
Pupil Welfare	<ul style="list-style-type: none"> Pupils may struggle with their emotional well-being 	<ul style="list-style-type: none"> The pastoral team to maintain contact with parents and pupils throughout the period of national lockdown to offer support where we are able Staff to listen to and acknowledge children's stressors Staff to look out for and report changes in behaviour Staff to plan activities and share resources such as MindEd to support well-being and resilience over time Staff to provide clear information about the situation using words and or explanations they can understand Staff to use reliable sources of information including .gov.uk and the NHS website Staff to be mindful of their own reactions Leaders to seek support from additional service if required The Pastoral Team will work collaboratively with parents/carers to identify those children accessing an online offer in need of additional support. AEP for Pupil Welfare will work closely with the Local Authority SEND Strategy & Service Manager to identify any children with unmet needs. 		All staff	Pupil mental wellbeing leaflet [PDF] Campaign Resource Centre Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the coronavirus (COVID-19) pandemic
Pupil Learning	<ul style="list-style-type: none"> Many pupils have experienced significant disruption to their education during the last academic year 	<ul style="list-style-type: none"> Where possible, staff to continue to implement the Covid Recovery plan Where possible, children should continue to access the full curriculum or as detailed in DfE guidance dated 4th January Leaders to QA assure both the onsite and remote learning offer 		All staff	
Communication	<ul style="list-style-type: none"> Effective implementation of this risk assessment depends on all stakeholders 	<ul style="list-style-type: none"> Leaders to share risk assessment with Trust and LGB Leaders to share risk assessment with the LA and Union representatives Leaders to share risk assessment at full staff briefing and follow-up in team meetings Leaders to communicate key elements to parents via letters, FAQs and phone calls home Staff to share relevant aspects with children via SeeSaw on the telephone and through face-to-face lessons 		D Ross SLT	